



Navigating Electronic Forms Using the Etrieve System

Log in at etcentral.risd.edu with your RISD username and password

Type your user name and password.

User name: @risd.edu

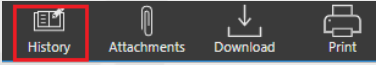
Password: [Forgot your Password?](#)



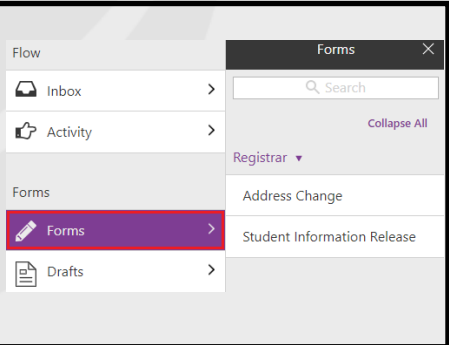
- Flow
 - Inbox >
 - Activity >
- Forms
 - Forms >
 - Drafts >

INBOX: Forms that require attention and action will be located in the Inbox.

ACTIVITY: The 'Activity' area is where you will find a list of all the forms you have submitted. You can check a form's status by going to your 'Activity' area, selecting the form, and clicking the 'History' button.



FORMS: The 'Forms' library shows a list of all available forms. You can scroll through the list (organized alphabetically) or you can use the search bar to search for a form.



DRAFTS: Forms that have been started but not submitted will be in this area. To submit fill in all required fields on the form and click 'Submit.'

